

AGENDA

Wednesday, November 19, 2014

City of Huntington Beach PERSONNEL COMMISSION

5:30 PM - Meeting Room B-8
Civic Center - 2000 Main Street
Huntington Beach CA 92648

MEETING ASSISTANCE NOTICE - AMERICANS WITH DISABILITIES ACT

In accordance with the Americans with Disabilities Act the following services are available to members of our community who require special assistance to participate in Personnel Commission meetings. If you require special assistance, 48-hour prior notification will enable the city to make reasonable arrangements. To make arrangements for an assisted listening device (ALD) for the hearing impaired, American Sign Language interpreters, a reader during the meeting and/or large print agendas, please contact the City Clerk's Office at (714) 536-5227, or request assistance from staff at the meeting.

1. CALL TO ORDER

Commissioners: Elford, Inglee, Thompson, Rivera, Storm

Staff Liaison: Ken Domer, Assistant City Manager

Also present:

Michele Warren, Secretary to the Personnel Commission/Director of Human Resources

Jennifer McGrath, City Attorney

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Personnel Analyst

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendaized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

4. APPROVAL OF MINUTES

- Meeting of October 15, 2014

For questions, please contact Sandy Henderson at (714) 960-8828

5. PUBLIC HEARING

Public Hearing conducted in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan. Reference materials included.

Discussion regarding the creation of a **Water Quality Supervisor** job classification.

Recommended Action:

Approve the creation of the **Water Quality Supervisor** job classification in the Public Works Department amending the City's Classification Plan.

6. LABOR RELATIONS UPDATE

7. SECRETARY'S REPORT

8. INFORMATION ITEMS

Grievance Report – October 2014

9. COMMENTS FROM COMMISSIONERS

Announcements, brief report regarding Commissioner activities, questions for clarification, request information from Staff, request information from Staff regarding a future agenda item or for the provision of information for a future meeting.

10. ADJOURNMENT

Meeting adjourned to the next regularly scheduled meeting of December 17, 2014.

MINUTES

Wednesday, October 15, 2014

City of Huntington Beach PERSONNEL COMMISSION

5:00 PM - Meeting Room B-8
Civic Center - 2000 Main Street
Huntington Beach CA 92648

Pending approval by Personnel Commission at the meeting on November 19, 2014
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Division, lower level of City Hall, for one year following meeting date.)

CALL TO ORDER

Commissioner Elford called the Commission meeting to order at 5:30 PM.

ROLL CALL

Commissioners present: Elford, Inglee, Rivera, Storm, Thompson (Rivera arrived at 5:30 PM)

Commissioners absent:

Others Present:

Michele Warren, Secretary to the Personnel Commission/Director of Human Resources
Mike Vigliotta, Chief Assistant City Attorney
JoAnn Diaz, Principal Human Resources Analyst
Sandy Henderson, Personnel Analyst

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Commissioner Thompson and seconded by Commissioner Inglee to approve the minutes for the August 20, 2014 meeting.

VOTE:	The motion was carried
AYES:	3
NOES:	0
ABSENT:	1 - Rivera
ABSTAIN:	1 – Storm

The September 17, 2014 minutes were moved to the end of the meeting when Commissioner Rivera was present resulting in a quorum. A motion was made by Commissioner Storm and seconded by Commissioner Thompson to approve the minutes for the September 17, 2014 meeting.

VOTE: The motion was carried
AYES: 3
NOES: 0
ABSENT: 0
ABSTAIN: 2 – Inglee, Thompson

PUBLIC HEARING

- a – d. Approve the modifications to the job classifications and change the titles as follows, amending the City's Classification Plan.

Assistant City Treasurer (MEO) to Finance Manager – Treasury
Assistant City Treasurer (MEO) to Finance Manager – Fiscal Services
Accounting Manager to Finance Manager – Accounting
Budget Manager to Finance Manager – Budget

A motion was made by Commissioner Thompson and second by Commissioner Inglee to approve the revised job classifications as amended.

VOTE: The motion was carried
AYES: 4
NOES: 0
ABSENT: 1
ABSTAIN: 0

- e. Approve the modification to the job classification of Real Property Agent and change the title to Real Estate and Project Manager amending the City's Classification Plan.

A motion was made by Commissioner Inglee and second by Commissioner Thompson to approve the revised job classifications as amended.

VOTE: The motion was carried
AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0

LABOR RELATIONS UPDATE

Michele Warren, Human Resources Director, stated that negotiations continue with the two remaining groups, Marine Safety Management Association (MSMA) and Surf City Lifeguard Employee Association (SCLEA).

SECRETARY'S REPORT

Ms. Warren reported that a grievance report has been requested from the City Attorney's office and staff will bring the report to the Commission at a subsequent meeting.

COMMENTS FROM COMMISSIONERS

None

ADJOURNMENT

The meeting adjourned at 6:00 PM to the next regularly scheduled meeting of November 19, 2014.

DRAFT



CITY OF HUNTINGTON BEACH INTER-DEPARTMENTAL COMMUNICATION HUMAN RESOURCES

TO: PERSONNEL COMMISSION
FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: CREATION OF WATER QUALITY SUPERVISOR JOB CLASSIFICATION
DATE: NOVEMBER 19, 2014

The Public Works Department has requested a new job classification of **Water Quality Supervisor**. The new classification will be represented by the Management Employees Organization (MEO).

New state and federal regulations have impacted the responsibilities and requirements and increased the work of the water quality function. The function is currently a section within the Water Production Unit. The enhanced scope and complexity of the water quality function justify the creation of a supervisor who will report directly to the Utilities Manager and the new section would operate as a stand-alone unit. There is sufficient work to justify the creation of a new job classification. This is not a reclassification of an existing job classification.

Currently, the Water Quality Coordinator currently oversees the majority of the technical activities of the water quality function. The Water Quality Coordinator is a journey-level position represented by MEA. However, the Water Quality Coordinator position has no rank to exercise authority over other personnel, or to function in the full scope of authority as a first-line supervisor, thus providing additional justification for the creation of the new job classification.

In accordance with Personnel Rule 12-8 budgetary authorization has been granted as part of the FY 2014/15 budget, therefore, funding is available. The pay range was established after taking into consideration pay grades for other first-line supervisors with similar duties and responsibilities.

The alternative to establishing a new job classification would be to incorporate the work into an existing job class. However, in reviewing the job duties and knowledge, skills, and abilities of comparable positions, there are none that require the specific subject matter expertise necessary to perform the work of the proposed classification.

The City and MEO have met and conferred regarding the creation of this new classification and its inclusion into the classification plan. The recommendation presented is based upon input from the Public Works Department and a review of similar internal and external jobs.

At this time, staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Proposed Job Class Title: Water Quality Supervisor
Pay Range: \$40.83 - \$50.58
Proposed Action: Amend the Classification Plan by Creating a Water Quality Supervisor Job Classification
Affected Employees: None
Recommended Action: Approve the amendment to the City's Classification Plan

Attachment: Water Quality Supervisor Job Classification Specification
Cc: Travis Hopkins, Director of Public Works
Brian Ragland, Utilities Manager
Tom Graham, MEO President

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WATER QUALITY SUPERVISOR

PERSONNEL COMMISSION APPROVAL: NOVEMBER 19, 2014

COUNCIL APPROVAL:

JOB CODE:

EMPLOYMENT STATUS:

REGULAR FULL-TIME

UNIT REPRESENTATION:

MEO

FLSA STATUS:

EXEMPT

DUTIES SUMMARY

Under general direction, oversees the water quality section of the Utilities Division of the Public Works Department.

DISTINGUISHING CHARACTERISTICS

Reports to: Utilities Manager

Supervises: Water Quality Coordinator, Water Quality Technician, Cross Connection Control Specialist

Differs from Water Quality Coordinator in that Water Quality Supervisor exercises supervisory authority over staff engaged in water quality activities while the Water Quality Coordinator performs journey-level compliance work to monitor water quality and serves in a lead capacity.

EXAMPLES OF ESSENTIAL DUTIES

- Plans and supervises the work of staff involved in water quality, backflow prevention and cross connection control inspection programs
- Oversees in-house water sampling, testing, and related laboratory activities; validates sample test results for reporting
- Maintains rigorous quality control of water system sample collections
- Ensures procedures followed by staff and laboratory personnel (both in-house and contracted services) and reporting and documentation are in compliance with state and local agencies' standards
- Oversees contract with outside laboratory for water quality sampling and analysis

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CLASS SPECIFICATION



TITLE: WATER QUALITY SUPERVISOR

- Performs routine and scheduled inspection on sophisticated instrumentation and equipment used in a water quality laboratory
- Performs complex microbiological, chemical, and physical analyses of water samples as needed
- Develops, implements, and maintains water quality monitoring programs related to potable water use and consumption
- Coordinates and monitors the City's cross-connection inspection and backflow prevention control program to ensure compliance with pertinent federal and state regulations and guidelines
- Interprets complex water quality regulatory requirements and develops and maintains up-to-date procedures for compliance
- Prepares and submits water quality reports, correspondence, and statistical data to various local, state, and federal regulatory agencies;
- Performs personnel administrative functions; counsels subordinates on compliance with procedures, rules and regulations; evaluates performance and assesses discipline as needed
- Collaborates with other supervisors to achieve optimal departmental and city-wide performance and outcomes
- Attends leadership, management, supervisory and professional training to stay abreast of industry best practices
- Develops processes to ensure business continuity in the event of a disaster
- Operates a vehicle in the course and scope of work
- Performs other related duties as required

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Federal, state, and local laws, rules, and regulations governing residential, industrial and commercial water quality, and backflow prevention and cross-connection control programs
- Principles and practices of chemical and microbiological laboratory analysis as

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CLASS SPECIFICATION



TITLE: WATER QUALITY SUPERVISOR

applied to water quality sampling in a municipal waters system environment

- Principles, practices, rules and regulations of backflow prevention and cross connection control programs
- State Water Resources Control Board regulations and reports regarding water fluoridation and chlorination
- Materials, equipment, and tools used in water quality and backflow prevention/cross connection control programs
- Program management methods including the planning and coordination of work processes and tasks
- Principles and practices of supervision
- Administrative principles and techniques, including budgeting, purchasing and contract administration, planning, staff organization and development
- Occupational hazards and safety precautions of the required work

Ability to:

- Organize, implement and oversee water quality laboratory operations and related regulatory compliance activities
- Instruct employees in the correct methods of laboratory and field operations
- Communicate and interact effectively both verbally and in writing with managers, peers, subordinates, regulatory agencies, vendors, contractors and consumers
- Write reports, correspondence, and specifications
- Read and interpret plans, specifications, manuals and blueprints related to municipal water systems
- Ensure that safety and professional work standards are met
- Prepare and deliver training in relevant areas of water quality, backflow prevention and cross connection control
- Develop and maintain record keeping systems; prepare and administer budgets

Education: Associate's Degree in water utility science, chemistry, biology, or environmental management or other related field.

Experience: Five (5) years experience in maintaining and monitoring water quality in a water distribution system, including chlorination, fluoridation, sampling, and backflow testing. and/or performing complex water quality studies including two (2) years in a lead or supervisory capacity.

Certifications/License: Possession of a valid California Class C driver license and an acceptable driving record, State of California Water Treatment Operator Grade II, Cross-Connection Control Program Specialist Certification and State of California

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CLASS SPECIFICATION



TITLE: WATER QUALITY SUPERVISOR

Distribution Operator Grade III and Water Treatment Plant Operator Certification are required by time of appointment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators and/or hearing protective devices. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice.

PUBLIC EMPLOYEE DISASTER SERVICE WORKER

In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

Est. 11/2014 JD